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Records Management Officer, GS-14

Management Staff  
Records Management Staff  
Project Staff

# I. DUTIES AND RESPONSIBILITIES

Serves as the Chief of the Project Staff, responsible for developing and administering projects designed to provide effective programs for all departmental and field organizational components of the Agency in: (1) reports management; (2) correspondence management; (3) file standards; (4) records systems; and (5) vital materials. In addition, serves as Deputy Chief of the Records Management Staff.

1. Provides staff assistance on program development covering modifications in the overall Program, new approaches to paperwork problems, and staffing and training needs.

2. Meets with top Agency officials in order to provide them with advice and assistance in developing and operating their respective records management programs; assists them in resolving their records management problems and stimulates them to install and operate positive records management programs.

3. Keeps abreast of all developments within the scope of the Project Staff as stated above in order to recognize those methods and techniques which may be adaptable for Agency use.

4. Serves as top Agency technical consultant on all matters relative to reports and correspondence management, file standards, records systems and vital materials.

5. Interprets laws, opinions, decisions and regulations enacted by or issued by the General Services Administration pertaining to records management.

6. Maintains liaison with the National Archives and Records Service of the General Services Administration regarding the operation of the Agency's programs for reports and correspondence management, file standards and records systems.

7. Directs the development and administration of the following Agency programs:

- a. Reports Management - The analysis, improvement, and control of administrative reporting.
- b. Correspondence Management - The application of improved uniform style standards and procedures for the preparation and handling of correspondence.
- c. File Standards - The establishment of standard procedures, equipment and supplies for file maintenance.

- d. Records Systems - The application of improved systems and equipment to facilitate record operations.
- e. Vital Materials - The timely selection, transfer to a repository and maintenance of records essential to operation of the Agency in an emergency.

## II. SUPERVISION RECEIVED

1. The only guides assisting the work of the incumbent are general policies of the Agency; general guides in Federal Agency Manuals and issuances; public laws and executive orders. Most of the guides are general in their application and require considerable interpretation.

2. General supervision is received from the Chief, Records Management Staff who coordinates the records management projects, as defined in Section I, paragraph 7, with other phases of the Records Management Program. Work is reviewed for conformance with technical and administrative policies established by the Agency. Written and oral instructions are received in the form of a statement of the problem with a request for remedial action. The Chief of the Records Management Staff is consulted for advice on policy matters.

## III. QUALIFICATION REQUIREMENTS

### 1. Knowledges and Abilities

Knowledge of the methods, principles and practices associated with a comprehensive records management program; knowledge of applicable Executive Orders, Comptroller General Decisions, laws and regulations; analytical ability, ability to clearly express ideas orally and in writing, ability to recognize and define records management problems; ability to use effectively the tools, methods, techniques, procedures and practices employed in records management; ability to plan, organize and direct the work of others; ability to interpret decisions, regulations, policies and instructions in terms of their impact upon the internal administration of a large organization; ability to effect adequate solutions to complex records management problems; ability to design and install or revise records management methods, procedures or practices; ability to establish and maintain favorable working relationships with top executive personnel and ability to assume and delegate responsibility.

### 2. Work Experience and Education

Eight and one-half years of experience is required of which 5½ years is specialized experience and three years of related experience, i.e., progressively responsible work in business administration or writing. Specialized experience is the full-time performance or supervision of a records management activity; serving as an administrative officer in a Government agency or in a large-scale business or industrial concern with responsibility for a positive records management program; management survey work of a nature which included an important element of records management; serving as a teacher of courses in records management in a school above the high school level; or other

administrative activities possessing a high degree of relationship and transfer to records management activity such as: organization and methods examining, program analysis, archival, science, personnel administration position classification, tabulation project planning, machine accounting, budget administration, supply administration, printing management and transportation management. Allowable substitutions for required experience are: (1) successful completion of undergraduate study of a nature which did not involve extreme specialization in the natural sciences or fine arts may be substituted on the basis of one full year of study or nine months of related experience; (2) successful completion of all required study for a Master's degree in public administration, business administration, industrial engineering, industrial management, political science, personnel administration, archival science, organization and methods examining, records management or a comparable specialization may be substituted for one year of specialized experience and three years of related experience; (3) successful completion of all required study for a doctorate in one of the fields specified in (2) above may be substituted for two years of specialized experience and three years of related experience. \*

#### IV. SCOPE AND EFFECT OF WORK

The position is characterized by responsibility for directing projects and supervising a staff within a broad activity of records management in order to provide the entire Agency with effective records management services in this broad activity. The incumbent also serves as technical expert on that activity. Errors or omissions will diminish the effectiveness of records management in the particular activity with consequent failure to obtain the direct and indirect savings possible in time and money.

#### V. MENTAL DEMANDS

The substance of the work, managerial responsibility and the responsibility for serving as technical consultant all require original thinking, initiative, or ingenuity. This factor is also reflected under other portions of the description.

#### VI. PERSONAL WORK CONTACTS

In addition to contacts mentioned elsewhere in the description, incumbent seeks from the administrative and operating officials acceptance of general records management policies and practices, calling their attention to areas of probable improvement and resulting benefits and endeavoring to invoke a favorable attitude towards records management in general, or proposed surveys, or to obtain general approval of survey results. Incumbent employs periodic conferences with Area Records Officers for the purpose of imparting new and improved techniques in the activity of records management for which responsible.

\* Alternate Agency Requirements - i.e., minimum Agency specialized experience (in addition to related and specialized experience upon which qualification to present grade was based) are 18 months at the GS-13 grade level.

**VII. POSITION PROGRESSION**

From Records Management Officer, GS-13; to Records Management Officer, GS-15.

**VIII. DISTINGUISHING FEATURES**

The National Archives has a position of Chief, Current Records Branch, GS-14, which contains responsibilities for surveys and standards on a Government-wide basis for both the records systems and records creation aspects of records management. Our position has less operational scope but about the same functional scope. However, this is at least partially compensated for by the fact that the assistance given to this Agency in these matters is confined to general standards, and other guidance material. This guidance is mostly confined to record situations which are similar throughout the Government.

The Navy Department has a somewhat comparable position of Deputy Chief of the Office Methods Division at GS-14.

The comparisons cited with other agencies indicate a ceiling of GS-14 for a position of this organization location and scope. The CSC draft standards provide a positive basis for this grade. In view of these facts and the relationship to the position of Chief of the Division, GS-15, allocation is made to GS-14.